



Briefing for Summer Work & Travel Program Recruitment Agencies

United States Consulate General, Chiang Mai
October 15, 2010



FY11 SUMMER WORK AND TRAVEL PROGRAM (SWT) BRIEFING FOR SWT RECRUITMENT AGENCIES

United States Consulate General, Chiang Mai • October 15, 2010

- **Introductions**
- **Program Overview**
- **Application Procedure**
- **Preparing applications & applicants**
- **Agency Responsibilities**
- **Expectation and Communication**
- **Questions**



FY11 SUMMER WORK AND TRAVEL PROGRAM (SWT) BRIEFING FOR SWT RECRUITMENT AGENCIES

United States Consulate General, Chiang Mai • October 15, 2010

Introductions: *Please tell us about your agency...*

Basic Information

1. Agency Name
2. Is your main office in Chiang Mai? If not, where is it?
3. Which U.S. agencies do you work with?

Information for Consulate use only

4. Name and e-mail address of agency point of contact
5. Name and e-mail address of back-up agency contact
6. How many SWT participants do you anticipate in 2010?

Information for prospective clients

7. Office location
8. Website
9. Telephone number
10. How much does the average SWT client pay for your services (THB)?



FY11 SUMMER WORK AND TRAVEL PROGRAM (SWT) BRIEFING FOR SWT RECRUITMENT AGENCIES

United States Consulate General, Chiang Mai • October 15, 2010

Program Overview

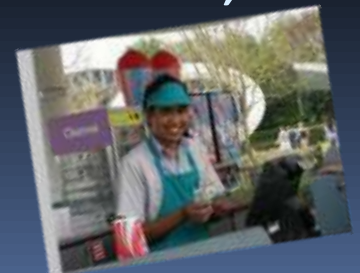
A bona fide foreign post-secondary student in his or her own country currently enrolled in and actively pursuing a degree or a full-time course of study at an accredited academic institution, or as that status is defined by the alien's home country educational system.

SWT participants:

- must have completed at least their first year of post-secondary education
- may work and travel for maximum of four months during their summer vacations
- **will work in low- or un-skilled service positions at resorts, hotels, restaurants, and amusement parks**



Bottom line: Fun, but not vacation!





FY11 SUMMER WORK AND TRAVEL PROGRAM (SWT) BRIEFING FOR SWT RECRUITMENT AGENCIES

United States Consulate General, Chiang Mai • October 15, 2010

SWT Application Process Overview

1. Early in the process

- Agency makes an appointment
- Agency prepares application packet and applicant
- Applicant prepares himself for interview

2. One week before interview

- Agency submits application packets to Consulate for screening
- Consulate screens packets, informs agency of which ones accepted
- Consulate does data entry of accepted applications

3. Interview day

- Applicants come to the Consulate
- Consulate staff fingerprint, then interview applicants
- Decision on the spot; successful applicants get visas by mail



FY11 SUMMER WORK AND TRAVEL PROGRAM (SWT) BRIEFING FOR SWT RECRUITMENT AGENCIES

United States Consulate General, Chiang Mai • October 15, 2010

Application Process Overview 1: Early in the process

Agency makes an appointment for an SWT applicant

- Online appointment system; group PIN
- Season: December 15, 2010-March 30, 2011
 - Most Mondays and Wednesdays from 8:00-9:00 a.m.
 - Appointment slots evenly distributed throughout season – **get in early!**
- *Agencies responsible for coordinating applicant schedules, including exams or students coming from far away.*

Agency prepares visa application and supporting documents

Agency prepares applicant for interview; applicant prepares himself for interview

- Once applicant signs application, he's responsible for it
- Set your clients up for success – prepare them for interviews



FY11 SUMMER WORK AND TRAVEL PROGRAM (SWT) BRIEFING FOR SWT RECRUITMENT AGENCIES

United States Consulate General, Chiang Mai • October 15, 2010

ON-LINE APPOINTMENT SYSTEM

<https://thailand.us-visaservices.com/Forms/default.aspx>

Use group PIN

If you need one,
contact:

*(email address
redacted)*





FY11 SUMMER WORK AND TRAVEL PROGRAM (SWT) BRIEFING FOR SWT RECRUITMENT AGENCIES

United States Consulate General, Chiang Mai • October 15, 2010

Preparing SWT Application Packets: 1 of 2

1. **Completed Form DS-160 Non-immigrant Visa Application**
 - DS-160 Confirmation Sheet
 - Printed Review Sheet – all pages
2. **Passport**: Must be valid 6 months beyond intended departure from the U.S.
3. **One color photograph**: 2 inches x 2 inches on a white background
Unretouched, ears visible, no head coverings, no color or “big eye” contact lenses. **Bring even if uploaded photo accepted by DS-160.**
4. **Form DS-2019** from sponsoring agency **signed** by applicant and the information must match applicant’s passport information.
5. **Form I-901 SEVIS fee receipt**



FY11 SUMMER WORK AND TRAVEL PROGRAM (SWT) BRIEFING FOR SWT RECRUITMENT AGENCIES

United States Consulate General, Chiang Mai • October 15, 2010

Form DS-160 Nonimmigrant Visa Application.

- * Print confirmation page.
- * Print review sheet – **ALL PAGES.**
- * You can e-mail the confirmation to someone else (e.g., if you are completing the application for another person)

**Barcode is printed clearly,
without smudges.**

U.S. DEPARTMENT OF STATE
CONSULAR ELECTRONIC APPLICATION CENTER

Nonimmigrant Visa Application

Language: ENGLISH (UNITED STATES)

Confirmation

YOU MUST BRING this confirmation page and the following document(s) with you at all steps during the application process:

Passport.

The barcode **MUST** be clear and legible on the printed page. You may also print the entire application for your records. If you do not have access to a printer at this time, select the option to email your confirmation page to an email address.

Please contact your Consular Post directly for information on how to continue the application process. Please note that you will be required to provide proof that you have paid the visa application fee. You may also provide any additional documents you feel will support your case. **DO NOT** submit the entire application.

Some posts have special procedures for applicants who may not need a visa interview; you may find information about that process on the Consular Post's website.

If you have further questions or to find out how to contact the Consular Post please go to <http://usembassy.state.gov/> or <http://travel.state.gov/>.

This confirms the submission of the Nonimmigrant visa application for:

	Name Provided:	TEST, TEST
	Nationality:	ANGUILLA
	Passport Number:	123
	Completed On:	25 February 2008
	Confirmation No:	AAB00008TE

Location Selected:
US EMBASSY - TOKYO
555 TEST DR
TOKYO, JAPAN

[Print Confirmation](#) [Print Application](#) [Email Confirmation](#)

THIS IS NOT A VISA Version 01.00.00



This site is managed by the Bureau of Consular Affairs, U.S. Department of State. External links to other Internet sites should not be construed as an endorsement of the views contained therein.
[Copyright Information](#) [Disclaimer](#) [Paperwork Reduction Act](#)

FY11 SUMMER WORK AND TRAVEL PROGRAM (SWT) BRIEFING FOR SWT RECRUITMENT AGENCIES

United States Consulate General, Chiang Mai • October 15, 2010

CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR(I-D) STATUS

U.S. Department of State
FORM I-191 (Rev. 10-1-84)
EXCHANGE VISITOR STATUS (I-D) Form
Page 1

1. Name (Last, First, Middle) John Doe		2. Date of Birth (MM-DD-YYYY) 01-01-1980		3. Country of Birth USA		4. Country of Issuance USA	
5. Address (Street, City, State, ZIP) 123 Main St, New York, NY 10001		6. Education (Degree, Institution) Ph.D. UNIVERSITY OF CALIFORNIA, BERKELEY		7. Exchange Visitor Program Number P-1-01187		I-1 	
8. Sponsor (Name, Address, City, State, ZIP) UNIVERSITY OF CALIFORNIA, BERKELEY		9. Exchange Visitor Program Number P-1-01187		10. Exchange Visitor Program Number P-1-01187			
11. Exchange Visitor Program Number P-1-01187		12. Exchange Visitor Program Number P-1-01187		13. Exchange Visitor Program Number P-1-01187			
14. Exchange Visitor Program Number P-1-01187		15. Exchange Visitor Program Number P-1-01187		16. Exchange Visitor Program Number P-1-01187			
17. Signature of Applicant <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  </div> <div style="width: 45%; text-align: right;"> John Doe Applicant </div> </div>							

SAMPLE

Information must match

S-2019: Applicant must sign

SAMPLE

S-2019: Applicant must sign

THE UNITED STATES OF AMERICA	
RECEIPT NUMBER: (Confirmation Number): CCC0824793241	CASE TYPE: I-901 Fee Remittance Form for F-1, F-3, M-1, M-3 and J-1 Non-Immigrants.
RECEIVED DATE: Jun 3, 2008	APPLICANT:
NOTICE DATE: Jun 3, 2008	PAGE: 1 of 1
NAME AND ADDRESS:	NOTICE TYPE: Receipt Notice
<p>This fee payment is valid ONLY for your particular course of study or program. If you fall out of status, apply for a new F-1, F-3, M-1, M-3, or J-1 non-immigrant visa, or if you want to change your non-immigrant category to an F-1, F-3, M-1, M-3 or J-1, you may be required to pay another fee.</p> <p>APPLICANT STATUS: J-1 DATE OF BIRTH: 03/13/1957 GENDER: Male EXCHANGE VISITOR PROGRAM CODE: P100162 AMOUNT RECEIVED: \$100.00 SEVIS IDENTIFICATION NUMBER: N0005303441</p> <p>Your I-901 fee transmittal form has been received. Please notify us immediately if any of the above information is incorrect.</p> <p>THIS ELECTRONIC RECEIPT MAY BE USED AS EVIDENCE OF PAYMENT. IN ADDITION, YOUR OFFICIAL I-797 RECEIPT NOTICE WILL BE DELIVERED TO THE ABOVE ADDRESS BY THE RECEIPT DELIVERY METHOD YOU SELECTED.</p>	
<p>I-901 Student/Exchange Visitor Processing Fee P.O. Box 970020 St. Louis, MO 63197-0020 Customer Service Telephone: 785-330-1048 This form issued by U.S. Immigration and Customs Enforcement</p>	

Form DS-2019 ▲

Form I-901 ►



FY11 SUMMER WORK AND TRAVEL PROGRAM (SWT) BRIEFING FOR SWT RECRUITMENT AGENCIES

United States Consulate General, Chiang Mai • October 15, 2010

Preparing SWT Application Packets: 2 of 2

6. Letter from applicant's university confirming enrollment status
7. Academic transcripts from applicant's university
8. Pay-at-the-Post receipts for visa application (MRV) fee
 - Bring **both blue & white** copies
9. Thai Post passport passback envelope
 - **Must** purchase from Mae Ping Post Office or CMU post office
 - **Must** be addressed to student himself – **NOT** agency

SCREENING CHECKLIST TO FOLLOW BY E-MAIL



FY11 SUMMER WORK AND TRAVEL PROGRAM (SWT) BRIEFING FOR SWT RECRUITMENT AGENCIES

United States Consulate General, Chiang Mai • October 15, 2010

Preparing your clients: *What does a good SWT applicant look like?*

- English skills adequate to the job
- Knows what's on his/her application
- Good students with good grades
- Clear academic plans
- Parents have finances to pay for the program
- **Long-term, full-time student** in Northern Thailand
 - House registration not enough
 - No short-term, part-time, or exchange students, please!



FY11 SUMMER WORK AND TRAVEL PROGRAM (SWT) BRIEFING FOR SWT RECRUITMENT AGENCIES

United States Consulate General, Chiang Mai • October 15, 2010

Application Process Overview 2: **Week before interview**

Agency brings packets to Consulate for screening **7 calendar days**
before appointment

- Monday and Wednesday afternoons from 1:00-2:00 p.m.
- Agency staff member who delivers them will wait for screener to work
- At the same time, agency also sends the electronic version of mailing consignment list which has names of all applications submitted.

Consulate screens packets

- Complete packets are accepted for interview the next week
- Incomplete packets are rejected; Consulate provides checklist for each.
 - **Agency has until next screening day to correct and still keep same interview day**

Once you submit application packet, **make no changes to DS-160** information

- If you need to change any info on DS-160 after submitting packet, must start over



FY11 SUMMER WORK AND TRAVEL PROGRAM (SWT) BRIEFING FOR SWT RECRUITMENT AGENCIES

United States Consulate General, Chiang Mai • October 15, 2010

Application Process Overview 3: Interview Day

SWT applicants come to the Consulate at the designated time

- Restrictions on carried items: books and papers **ONLY**
- Applicant should bring supporting documents, including complete financial documentation

Consulate staff call up applicants by name

- If we didn't accept the application, the applicant won't be called

Consulate staff fingerprint, then interview applicants

- Unsuccessful applicants may apply again through their agencies
- Successful applicants receive their visas by mail within 3 work day
 - **But** cannot enter U.S. until **30 days** before program start date



FY11 SUMMER WORK AND TRAVEL PROGRAM (SWT) BRIEFING FOR SWT RECRUITMENT AGENCIES

United States Consulate General, Chiang Mai • October 15, 2010

Responsibilities: Agency – Applicant – Consulate

1. Early in the process

- Agency makes an appointment
- Agency prepares application packet and applicants
- Applicant prepares him/herself for interview

2. One week before interview

- Agency submits application packets to Consulate for screening
- Consulate screens packets, informs agency of which accepted
- Consulate does data verification of accepted applications

3. Interview day

- Applicants come to the Consulate 30 minutes before appointment
- Consulate staff fingerprint, then interview applicants
- Visa approved or refused; successful applicants get visas by mail



FY11 SUMMER WORK AND TRAVEL PROGRAM (SWT) BRIEFING FOR SWT RECRUITMENT AGENCIES

United States Consulate General, Chiang Mai • October 15, 2010

Expectations for Agencies

You will do everything possible to set your clients up for success

- Visa process
- In the United States: expectations management

When applicants have problems, we will refer them to you

- Schedule conflicts: exams, family trips
- Can't get to interview because incomplete application
- Refused because didn't know what's on application
- Stranded at the airport because ticket problems

Communication

**No direct communication between agencies or applicants and
Consulate until interview**

- Everything through agencies

Use e-mail address (*email address redacted*)



FY11 SUMMER WORK AND TRAVEL PROGRAM (SWT) BRIEFING FOR SWT RECRUITMENT AGENCIES

United States Consulate General, Chiang Mai • October 15, 2010

Thank you for your attention

Questions?

E-mail for inquiries: *(email address redacted)*